

CITY OF NEWTON
PURCHASING DEPARTMENT
CONTRACT FOR THE DEPARTMENT OF PUBLIC WORKS

REQUEST FOR PROPOSALS:
LED STREET LIGHT CONVERSION PROJECT
RFP #14-84

Proposal Opening Date: March 6, 2014 at 9:30 a.m.

FEBRUARY 2014

Setti D. Warren, Mayor

CITY OF NEWTON, MASSACHUSETTS
REQUEST FOR PROPOSALS
LED STREET LIGHT CONVERSION PROJECT

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PART I. DECISION TO USE COMPETITIVE SEALED PROPOSALS

Due to the technical nature and the variability of LED streetlights, the Chief Procurement Officer has, in accordance with M.G.L. c.30B, §6(a), determined the procurement of these materials will be best served by utilizing a Request for Proposals (RFP) process. Such a process will enable the City to evaluate key factors such as the age lumen efficiency, technical specifications and construction quality of the fixtures, as well as compare long-term life-cycle costs against initial investment. Due to the fact these lights are expected to operate for the next 15-20 years, it is important the City have the ability to select the most advantageous proposal on the basis of cost, equipment quality and adherence to desired specifications.

PART II. GENERAL AND BACKGROUND INFORMATION

The City of Newton is requesting proposals from qualified manufacturers for the purchase of 8,425 LED Street Light fixtures to replace 8,406 High Pressure Sodium (HPS) fixtures as part of a city-wide conversion of the existing street lighting system within a twelve (12) month period. In addition, the City is requesting optional proposals from qualified vendors for the installation of a remote based management system that can be installed simultaneously with the planned LED Street Light Conversion Project in order to remotely control/monitor the new LED light fixtures.

The contract period and pricing shall be from March 1, 2014, or as soon thereafter as a contract is entered into, through March 1, 2015, with a right to renew for one (1) year if necessary in order to complete the installation. The additional renewal period is at the sole discretion of the City of Newton.

The City purchased its current streetlights from Boston Edison (now NSTAR) in March 2000. These lights were of the mercury vapor type. In 2006, the City replaced approximately 8,406 mercury vapor cobra head lamps with HPS type fixtures. The lights are not individually metered so the City is billed based on its inventory of streetlight bulbs of various wattages at 4,200 hours per year at a specific rate for the electricity and distribution respectively which was negotiated with NSTAR and has been locked in until August 2015.

Beginning in June 2013, the City initiated an LED pilot program that replaced 25 HPS and 3 metal halide decorative fixtures along the section of Commonwealth Avenue, Walnut Street and Homer Street that abuts City Hall with new LED fixtures. In July 2013, two fixtures along Homer Street were part of a night-time demonstration of a remote access activation system that cycled every five minutes, turning the fixture on at full power (51 watt usage), off for 1 minute, and back on at half power (26 watt usage). The 25 fixtures are still in use and will not be replaced as part of this proposal.

The existing overhead HPS fixtures are currently mounted on arms secured to either wood utility poles owned by NSTAR or concrete poles owned by the City. The following table summarizes the distribution of the proposed fixtures:

Type of Fixture	Lamp Wattage	No. Fixtures
250w Nominal HPS Fixture (Route 9)		
Existing HPS	305 (Actual)	124
LED Replacement	TBD*	124
150w Nominal HPS Fixture		
Existing HPS	188 (Actual)	1,143
LED Replacement	TBD	1,143

100w Nominal HPS Fixture		
Existing HPS	128 (Actual)	741
LED Replacement	TBD*	741
70w Nominal HPS Fixture		
Existing HPS	91 (Actual)	371
LED Replacement	TBD*	371
50w Nominal HPS Fixture		
Existing HPS	63 (Actual)	6,002
LED Replacement	TBD*	6,021

*To Be Determined by Proposer

Each proposer will be required to determine the equivalent wattage of the replacement LED light fixture as part of its technical proposal using the following design criteria:

- Average height of fixture above pavement/walk surface = 25 feet
- Average horizontal offset of fixture from mounting bracket = 8 feet
- Average roadway width = 24 feet
- Average fixture spacing = 150 feet
- Average foot candles required = 0.7
- Uniformity and Max/Min shall be no less than 6.0:1
- Light Loss Factor (LLF) shall be 50,000 hours at 25 degrees Celsius

The proposer will be required to list the required wattage of the new LED fixture in their technical proposal. In addition, the proposer will be required to show the cost per fixture as well as the total cost of the fixture for each wattage shown in the table herein in their price proposal.

PART III. ANTICIPATED RFP SCHEDULE

RFP issued	*February 20, 2014 at 10:00 a.m.
Deadline for submitting questions	*February 28, 2014 at 12:00 p.m. (noon)
Proposals due	*March 6, 2014 at 9:30 a.m.
Award of contract	TBD

PART IV. PROPOSAL SUBMISSION

All proposals must be submitted in accordance with Massachusetts General Laws Chapter 30B, Section 6, to the *Chief Procurement Officer* in the Purchasing Department, Newton City Hall, 1000 Commonwealth Avenue, Newton, MA 02459, no later than **9:30 a.m., Thursday, March 6, 2014.**

There is no pre-bid conference in connection with this procurement.

Proposals shall consist of two parts: (i) a Technical Proposal, which shall consist of all information responsive to this RFP except the fee the proposer will charge for its services hereunder and (ii) a Price Proposal, which shall consist solely of the proposed fee. Proposers shall submit **four (4) copies each of the Technical Proposal and one (1) of the Price Proposal.** Please ensure that “Technical” & “Price” Proposals are submitted in **separate sealed envelopes.** A Technical Proposal which includes Price Proposal information may be rejected as non-responsive.

Envelopes shall be marked:

****PLEASE NOTE: Dates have changed from what was originally advertised.***

1. “TECHNICAL PROPOSAL - RFP #14-84, LED STREET LIGHT CONVERSION PROJECT”

Proposals must have information submitted in the same order of the criteria as listed in this RFP and pages shall be numbered in the bottom footer. Proposals must have a Table of Contents listing the page number providing documentation that demonstrates they have met each of the criteria listed.

2. “PRICE PROPOSAL – RFP #14-84, LED STREET LIGHT CONVERSION PROJECT”

Faxed proposals will not be accepted.

The Technical Proposal shall include all information requested by the City (except price), and may also include any materials and information that the proposer feels is necessary. At minimum, the proposal shall include a detailed description and list of the specifications of all aspects of the LED light fixtures.

There will be no public opening of submitted proposals. Following the deadline for receipt, the Chief Procurement Officer will open the Technical Proposals and prepare a register of those vendors submitting proposals which shall be available for public inspection. All proposal contents shall be confidential until the evaluation is final and award has been made.

In the event that City Hall or the Purchasing Department is not open on the date or at the time the proposals are due, proposals shall be due on the next following business day City Hall and the Purchasing Department are open.

All proposals shall remain firm for sixty (60) calendar days after the proposal opening.

PART V. QUESTIONS/ADDENDUMS

QUESTIONS: Inquiries involving procedural or technical matters shall be in writing to purchasing@newtonma.gov or faxed to the Purchasing Department no later than 12:00 noon February 28, 2014:

City of Newton, Purchasing Department
1000 Commonwealth Avenue – Room 204
Newton, MA 02459
(617) 796-1227

ADDENDUMS: Each proposer is required to acknowledge any/all Addenda. Proposers shall place their acknowledgment as the first line of their Transmittal/*Cover Page* which shall be placed as the first page of the “Technical Proposal” as well as in the designated line of the “Price Proposal”. **Failure to acknowledge all addenda may result in your proposal being rejected as non-responsive.**

Addenda will be posted online at www.newtonma.gov/bids and emailed to every individual or vendor on record as having received a set of Contract Documents. If you have downloaded the RFP from the Internet, you must make yourself or your company known to the City’s Purchasing Department by emailing purchasing@newtonma.gov or faxing (617) 796-1227, your or your company’s: name, address, phone and fax number and include the RFP NUMBER (#14-84) and project title (LED STREET LIGHT CONVERSION PROJECT). It is the proposer’s sole responsibility to ensure that it has received all addenda prior to the RFP submittal date. Copies of addenda will be made available at the Purchasing Department and on the City’s website: www.newtonma.gov/bids.

PART VI. PURCHASE DESCRIPTION

The City intends to purchase new LED overhead light fixtures of various wattages to replace approximately 8,400 existing overhead HPS fixtures currently mounted on arms secured to wood utility poles owned by NSTAR or concrete poles owned by the City.

PART VII. QUALITY REQUIREMENTS

A. Proposed LED Light Fixtures

To be considered for evaluation, a proposal must meet all of the following requirements or it may be considered non-responsive:

1. The proposed LED fixture, or an earlier model or similar model from the same manufacturer, shall have a documented history of successful installations in an urban setting with a climate similar to that of Newton, Massachusetts (Climate Zone 5)
2. The proposed LED fixture housing shall be a seamless single piece fixture made out of die-cast aluminum, painted grey
3. The proposed LED fixture shall have a horizontal tenon mount compatible with existing support arms currently in place throughout the City. The fixture shall allow for horizontal adjustment in order to be level with the roadway surface regardless of angle of support arm or pole.
4. The proposed LED fixture shall include solid-state photocell receptacle and module. The LED fixture shall be compatible with remote control modules that may be added at a future date.
5. The proposed LED fixture shall have an ingress rating of IP66
6. All materials used within the proposed LED Fixture shall be RoHS compliant
7. The proposed LED fixture shall be an IESNA Distribution Type II or III (medium)
8. The proposed LED fixture shall have an available color temperature between 3,000 and 5,000. The City of Newton reserves the right to choose the color temperature (K) from within this range for the fixtures to be purchased.
9. The LED fixture shall have a minimum Color Rendering Index (CRI) of 70
10. The input voltage shall be 120/240, 50Hz – 60Hz
11. The proposed LED fixture shall have an ambient operating range of -40 to +40 degrees Celsius
12. The proposed LED fixture shall be IES LM-80 certified by an approved US Department of Energy laboratory
13. The proposed LED fixture shall be ANSI C136.31 Roadway Luminaire Vibration certified at 3G
14. The proposed LED fixture shall be “IDA Approved Dark Sky Friendly” rated by the International Dark Sky Association for Roadway Lighting and designated to reduce light trespass and drift
15. The manufacturer shall provide a breakdown of comparative data (including wattage, lumens, footcandles provided, energy savings, and estimated lifetime of fixture) for each of the proposed LED

wattage groups as compared to the existing fixtures. Proposed fixtures should emit an equivalent amount of light (equivalent lumens) as the existing fixtures.

16. The supplier shall provide 8,425 LED Street Light fixtures including lamps and photocells for installation by others, and shall be able to provide 2,500 light fixtures within 30 days of entering into a contract.
17. The proposed LED fixture shall incorporate 10kV surge protection
18. The manufacturer of the LED light fixture shall provide a minimum ten (10) year warranty on the fixture including the finish, and LED components.

B. Completed Price Item Sheet for #14-84, listing proposed LED fixture specifications, manufacturer and model number, together with a separate photometric graph showing wattage for each proposed LED fixture.

C. Remote Based Management System

To be considered for evaluation, your proposal must include a technical description of a remote based management system for the proposed LED fixtures and a price proposal therefor. Technical and price information for a remote based management system is required in order to be considered for bid, but it shall not be considered in deciding which is the most advantageous proposer.

1. Offer remote based software and information management system that is capable of:
 - Connecting directly to individual LED cobra head fixture via wi-fi, cell based, or other communication technology to provide a comprehensive display of live and historical data and remote configuration;
 - Remote programming and changes by individual fixture, group of fixtures, or entire network;
 - Remote programming and changes to scheduled dimming levels on a daily, weekly, monthly, or seasonal basis by individual fixture, group of fixtures, or entire network;
 - Communicate needed maintenance on individual fixture via email and/or SMS messaging including, but not limited to, light burn outs, lamp cycling, ballast or driver failure, and communication failure;
 - Tracking of individual fixture on a daily, weekly, monthly, or cumulative basis;
 - Generating management tracking reports including, but not limited to, energy usages, outages, maintenance, etc. by individual fixture, group of fixtures, or entire network;
 - All communications must be secure;
 - All fixtures must continue to operate in accordance with their last programmed schedule without the requirement of communications present;
 - Local override switch (with no RF communications) per contractor that forces a circuit to an 'on' state or resumes 'auto' operation;
 - Support expansion of additional controllers and gateways with no scaling limit.
2. Proposer should be capable of offering technical service on software and hardware via phone and in person.
3. Proposer should be capable of providing necessary maintenance and replacement parts for continued operation throughout lifetime of system.
4. Proposer should be capable of software and hardware training of City employees throughout lifetime of system.
5. Proposer should be capable of necessary software installation on City computers.

PART VIII. EVALUATION OF PROPOSALS

All proposals will be reviewed by an Evaluation Committee in accordance with M.G.L. c.30B. Final selection will be based upon an evaluation and analysis of the information and materials required under the RFP.

Proposals that meet the Quality Requirements will be reviewed in accordance with the comparative evaluation criteria below. Each member of the Evaluation Committee will assign a rating of Highly Advantageous, Advantageous, Not Advantageous or Unacceptable, to each comparative evaluation criterion. Based on these evaluation criteria ratings, a composite rating by each evaluator will be determined for each proposal. After the evaluations are complete, the price proposals will be opened. The price proposals will be evaluated and ranked based on total price. The contract will not necessarily be awarded to the proposal that receives the highest ranking with respect to the price proposal. The City will award the contract to only one responsive and responsible vendor submitting the most advantageous proposal taking into consideration the proposals' quality requirements, evaluation criteria, composite ratings and price. Before awarding the contract, the City may request additional information from the vendor. The City reserves the right to reject any and all proposals if it determines that the criteria established herein have not been met.

COMPARATIVE EVALUATION CRITERIA

The proposals will be evaluated based on the criteria listed below, and scored as follows: Highly Advantageous, Advantageous, Not Advantageous and Unacceptable:

LED Fixture

1. Modular Design

Highly Advantageous:

Light fixture has a modular design so that individual components may be replaced independently of each other.

Not Advantageous:

Parts may not be replaced independently.

2. Dimming Capability

Highly Advantageous:

Light fixture has complete range of dimming capability (0-10v) and can be controlled remotely via a module thru a management system.

Advantageous:

Light fixture has limited range of dimming capability (0-10v) and can be upgraded in order to be controlled remotely.

Not Advantageous:

Light fixture can be upgraded/modified in order to have dimming capability or controlled remotely.

Unacceptable:

Light fixture does not have dimming capability.

3. Fixture Life

Highly Advantageous:

Fixture has an estimated operating life of 25 or more years, with testing documentation.

Advantageous:

Fixture has an estimated operating life of 20 to 25 years, with testing documentation.

Not Advantageous:

Fixture has an estimated operating life of 15 to 20 years, with testing documentation.

Unacceptable:

Fixture has an estimated operating life of 15 or fewer years.

4. Ability to Deliver Light Fixtures

Highly Advantageous:

Supplier can provide at a minimum 2,500 light fixtures within 30 days of signing contract and 3,000 light fixtures every 30 days thereafter.

Advantageous:

Supplier can provide at least 2,500 light fixtures within 30 days of signing contract with additional 2,500 light fixtures every 30 days thereafter.

Not Advantageous:

Supplier can provide at least 2,500 light fixtures within 30 days of signing contract with additional 2,000 light fixtures every 30 days thereafter.

Unacceptable:

Supplier can provide less than 2,500 light fixtures within 30 days of signing contract with less than 1,000 light fixtures every 30 days thereafter.

5. Experience

Highly Advantageous:

Manufacturer has Five (5) or more years of experience in manufacturing LED light fixtures and/or components

Advantageous:

Manufacturer has more than three (3) but less than five (5) years of experience in manufacturing LED light fixtures and/or components

Not Advantageous:

Manufacturer has more than one (1) but less than three (3) years of experience in manufacturing LED light fixtures and/or components

Unacceptable:

Manufacturer has less than one year of experience in manufacturing LED light fixtures and/or components

6. Lumens Per Watt

Highly Advantageous:

Supplier's total package provides an average of 100 or more lumens per watt for the 8,425 LED fixtures.

Advantageous:

Supplier's total package provides an average of 90 to 99 lumens per watt for the 8,425 LED fixtures.

Not Advantageous:

Supplier's total package provides an average up to 89 lumens per watt for the 8,425 LED fixtures.

PART IX. AWARD OF CONTRACT

The contract will be awarded to the responsive and responsible proposer deemed by the Chief Procurement Officer to have submitted the most advantageous proposal taking into consideration the Technical and Price Proposals, including all of the comparative criteria listed above. The City will reject any and all bids when required to do so applicable law. In addition, the City reserves the right to waive any informalities in any or all bids, or to reject any or all bids in whole or in part, if it be in the public interest to do so.

This will be a one-time purchase by Purchase Order for the awarded item.

Nicholas Read
Chief Procurement Officer

**CITY OF NEWTON
REQUEST FOR PROPOSALS**

PROVIDE ONE (1) ENCLOSED

PRICE PROPOSAL SHEET FOR RFP #14-84

BIDDERS NOTE: THIS FORM AND REQUIRED ATTACHMENTS, COMPRISING THE PRICE PROPOSAL, MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE CLEARLY MARKED “RFP #14-84 – LED STREET LIGHT CONVERSION PROJECT - PRICE PROPOSAL”

TO THE AWARDING AUTHORITY:

A. The undersigned proposes to furnish the piece of equipment as specified, for the contract price specified below, subject to additions and deductions according to the terms of the specifications.

B. This proposal includes addenda number(s) ____, ____, ____, ____,

C. The proposed price is: _____
(Total Price from Price Item Sheet on p. 13)

D. The proposed price for the Remote Based Option is: _____
(Price for remote based software and information management system described at RFP p. 7. This price will NOT be considered in determining the most advantageous proposer.)

COMPANY: _____

The undersigned has completed and submits herewith the following documents:

- One (1) original and four (4) copies of the Non-price proposal (all in one separate sealed envelope)
- One Original Price Proposal (separate sealed envelope marked “RFP #14-84 – LED STREET LIGHT CONVERSION PROJECT - PRICE PROPOSAL”)
- _____
- Price Item Sheet, 1 page
- Bidder’s Qualifications and References Form, 2 pages
- Certificate of Non-Collusion, 1 page
- Debarment Letter, 1 page
- IRS Form W-9, 1 page
- Certification of Tax Compliance, 1 page

E. The undersigned certifies that this offer fully complies with all of the requirements of the Requests for Proposals.

F. Prompt Payment Discounts. Bidders are encouraged to offer discounts in exchange for an expedited payment. Payments may be issued earlier than the general goal of within 30 days of receipt of the invoice only when in exchange for discounted prices. Discounts will not be considered in determining the lowest responsible bidder.

Prompt Payment Discount _____% _____Days

Prompt Payment Discount _____% _____Days

Prompt Payment Discount _____% _____Days

G. The undersigned further certifies under the penalties of perjury that this proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

Date _____

(Name of Bidder)

BY: _____
(Signature)

(Printed Name and Title of Signatory)

(Business Address)

(City, State Zip)

(Telephone/Fax)

(Email address)

NOTE: If the bidder is a corporation, indicate state of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses of all partners; and if an individual, give residential address if different from business address.

CITY OF NEWTON

REQUEST FOR PROPOSALS

PRICE ITEM SHEET FOR RFP #14-84

PRICE PROPOSAL

1. Please fill out the chart for the proposed fixtures

Existing Luminaire	Number of Luminaires	Manufacturer	Model	LED Luminaire Wattage*	Lumens	Average Foot Candles	Fixture Cost	Total Cost
50W HPS	6021							
70W HPS	371							
100W HPS	741							
150W HPS	1143							
250W HPS	124							
TOTAL PRICE								

*For each proposed LED fixture, proposer shall provide a photometric graph showing fixture wattage.

END OF SECTION

CITY OF NEWTON

BIDDER'S QUALIFICATIONS AND REFERENCES FORM

All questions must be answered, and the data given must be clear and comprehensive. Please type or print legibly. If necessary, add additional sheet for starred items. This information will be utilized by the City for purposes of determining bidder responsiveness and responsibility with regard to the requirements and specifications of the Contract.

1. FIRM NAME: _____
2. WHEN ORGANIZED: _____
3. INCORPORATED? ____ YES ____ NO DATE AND STATE OF INCORPORATION: _____
4. IS YOUR BUSINESS A **MBE**? ____ YES ____ NO **WBE**? ____ YES ____ NO or **MWBE**? ____ YES ____ NO
- * 5. LIST ALL CONTRACTS CURRENTLY ON HAND, SHOWING CONTRACT AMOUNT AND ANTICIPATED DATE OF COMPLETION:

- * 6. HAVE YOU EVER FAILED TO COMPLETE A CONTRACT AWARDED TO YOU?
____ YES ____ NO
IF YES, WHERE AND WHY?

- * 7. HAVE YOU EVER DEFAULTED ON A CONTRACT? ____ YES ____ NO
IF YES, PROVIDE DETAILS.

- * 8. LIST YOUR VEHICLES/EQUIPMENT AVAILABLE FOR THIS CONTRACT:

- * 9. IN THE SPACES FOLLOWING, PROVIDE INFORMATION REGARDING CONTRACTS COMPLETED BY YOUR FIRM SIMILAR IN NATURE TO THE PROJECT BEING BID. A MINIMUM OF FOUR (4) CONTRACTS SHALL BE LISTED. PUBLICLY BID CONTRACTS ARE PREFERRED, BUT NOT MANDATORY.

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____

DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

The undersigned certifies that the information contained herein is complete and accurate and hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the City in verification of the recitals comprising this statement of Bidder's qualifications and experience.

DATE: _____ BIDDER: _____

SIGNATURE: _____

PRINTED NAME: _____ TITLE: _____

CERTIFICATE OF NON-COLLUSION

Pursuant to the requirements of M.G.L. c.30B, §10, the undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee club, or other organization, entity, or group or individuals.

(Signature of individual)

Name of Business

Purchasing Department
Nicholas Read *Chief Procurement Officer*
1000 Commonwealth Avenue
Newton Centre, MA 02459-1449
purchasing@newtonma.gov

Telephone
(617) 796-1220
Fax:
(617) 796-1227
TDD/TTY
(617) 796-1089

**Request for Taxpayer
Identification Number and Certification**

Give form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ----- <input type="checkbox"/> Other (see instructions) ▶	
	X Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶	Name

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

CERTIFICATION OF TAX COMPLIANCE

Pursuant to M.G.L. c.62C, §49A and requirements of the City, the undersigned acting on behalf of the Contractor certifies under the penalties of perjury that the Contractor is in compliance with all laws of the Commonwealth relating to taxes including payment of all local taxes, fees, assessments, betterments and any other local or municipal charges (unless the Contractor has a pending abatement application or has entered into a payment agreement with the entity to which such charges were owed), reporting of employees and contractors, and withholding and remitting child support.*

**Signature of Individual
or Corporate Contractor (Mandatory)

Print Name:_____

By: _____
Corporate Officer
(Mandatory, if applicable)

Print Name:_____

*** Contractor's Social Security Number
(Voluntary) or Federal Identification Number

Date: _____

* The provision in this Certification relating to child support applies only when the Contractor is an individual.

** Approval of a contract or other agreement will not be granted until the City receives a signed copy of this Certification.

*** Your social security number may be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended.

END OF SECTION